



Project Based Learning in Action

Training Starter Template

[Also available as longer, customizable Training to Go]

Objectives: All participants in the training will be able to

- Scope steps and timeline for a project.
- Identify best processes and potential challenges in meeting steps and timeline.
- Develop processes to help youth prepare for demonstrations of learning.
- Create a check-in process and schedule.

Total amount of time: _____

Number of participants: _____

Preparation: _____

Materials: _____

Training Opening

- Engage participants _____ minutes
(Begin with icebreaker/warm-up activity related to the topic.)

Introduce the topic _____ minutes (Motivate participants, show them why the topic is important, and share objectives and agenda.)

Training Middle _____ minutes

(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Using a sample project, have pairs of staff detail or scope its components and processes, with time estimates. Have pairs compare steps and timing. Discuss differences; agree on sample scope and timeline.
- Lead staff in a discussion of potential challenges, including timing, resources, and particular youth participants.
- Discuss options for demonstrating learning and what is needed to support youth in effectively demonstrating their learning.
- Drawing on the sample scope and timeline, determine when and how check-ins and reviews should occur for groups and individuals and how to ensure check-ins on learning.



This tool is in the public domain. Authorization to reproduce it in whole or in part is granted.
This tool was funded by the U.S. Department of Education in 2011 under contract number EDOESE-09-000040.
The views expressed here are not necessarily those of the Department or the contractor, Manhattan Strategy.
Learn more about project-based learning and 21st CCLC learning at <http://y4y.ed.gov>.



Project Based Learning in Action

Training Wrap-Up and Closing

- Summarize, consolidate _____ minutes
(Connect again to the objectives, check for understanding, discuss questions.)

- Plan next steps _____ minutes
(Be specific about application to immediate practice.)

- Closing comments _____ minutes
(Acknowledge, motivate, and inspire.)

Post-training Assessment and Revision

- Check effectiveness of training through formal or informal assessment.
- Note changes to make.
- Note areas for additional training.

